25X1A

DISPATCH NO. [ ]
Page 1 of 2
Copy ✓ of 10

DATE:

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TO : [ ]

FROM : [ ]

SUBJECT : General - Administrative/Personnel

Specific - Duties and Responsibilities of the Executive Officer
of [ ]

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1. Since the organizational structure of [ ] is somewhat out of the ordinary, I thought I had best express my thinking on this subject, especially with regard to the status and duties of [ ] Executive Officer. You should not consider that these thoughts be applied to the letter but rather act as a means for your guidance in instructing the Executive Officer in his duties.

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2. Below I have outlined those duties and responsibilities which I believe are inherent in the position of [ ] Executive Officer:

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a. Implements policies and orders of [ ] Commanding Officer and assures compliance therewith.

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b. Maintains liaison with KUBARK field station and/or base. Coordinates necessary contact of other [ ] personnel with such KUBARK field installations. Maintains appropriate records pertaining thereto.

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c. Maintains liaison with Host Government agencies. Coordinates necessary contact of other [ ] personnel with Host Government agencies. Maintains appropriate records pertaining thereto.

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d. Advises [ ] Commanding Officer of KUBARK policies, regulations, organizational structure, and support (Operational and Support) capabilities. Assists [ ] Commanding Officer with policy and procedural decisions affected by KUBARK regulations, notices and policies.

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DISPATCH NO. [_____]
Page 2 of 2

25X1A

    e. Acts as Office of Record for [_____] (Operational and Support plans, orders, release cables, etc.).

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    f. Coordinates Support activities (Administrative and Materiel) with Operational planning.

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    g. Reviews [_____] organization and procedures and advises
[_____] Commanding Officer on proposed changes thereto.

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    h. Performs such other duties as [_____] Commanding Officer may direct.

    3. Should you have any comments on the duties as outlined above, I would be glad to receive them.

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RICHARD M. BISSELL, JR.

cc: [_____]

23 February 1956

Distribution:
O&1 - [_____]
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  5 - Ops
  6 - Pers
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 10 - Reading

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PCS/DCI/ [_____]

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[_____]
Originating Officer

JAMES A. CUNNINGHAM
Coordinating Officer

RICHARD M. BISSELL, JR.
Releasing Officer